

Dear Prospective Student

## **POST GRADUATE DIPLOMA IN ENVIRONMENTAL MANAGEMENT**

Thank you for the interest you have shown in our programme. We are delighted to enclose full details, together with the necessary application forms.

The School of Public Leadership aims to render this programme a stimulating and enriching experience that will contribute, not only to your personal and career development, but also to the development and improvement of service in your sphere of responsibility.

The information folder contains general information on the programme as well as the following documents:

- Application form for the School of Public Leadership;
- Application for the University of Stellenbosch;
- Prospectus; and
- Checklist

The completed forms, **plus your structured application (see checklist)** together with certified copies of academic records, two colour passport photos (30mm x 25mm), as well as a cheque or postal order of **R100** payable to Stellenbosch University, can be sent to the address below. This application fee of R100 is **non-refundable**. **Incomplete application forms will not be considered for application. (See attached checklist).**



Me J. J. Saunders

**ENVIRONMENTAL MANAGEMENT PROGRAMME: SPL**

Stellenbosch University

Al Perold Building

Private Bag X1

**MATIELAND**

7602

The tuition fees for budgeting purposes for our PGD programme for 2013 is ±R28 000. This fee is still subjected to change. Continuation fees of approximately ±R6 500 are payable per annum for further years of study. Tuition fees exclude travelling and accommodation costs that may incur during your term of study. (Please note these are not final figures)

Tuition fees for **2013** will be finally determined in **October**. IN SIGNING THE APPLICATION FORM OF THE UNIVERSITY, A STUDENT AGREES TO ACQUINT HIMSELF/HERSELF WITH ALL THE RULES, REGULATIONS AND OTHER PROVISIONS ISSUED BY THE UNIVERSITY, AND IGNORANCE OF ANY SUCH PROVISION CANNOT BE OFFERED AS DEFENCE AGAINST A CHARGE OF CONTRAVENING SUCH PROVISION. The university reserves the right to change the fees if necessary.

This programme is a selection programme. Once the selection process is complete mid November it will be expected of the student to pay a deposit fee of **R2000** by end November into the Stellenbosch University account to secure your place on the programme.

Applications must be received by no later than **15 October 2013**. We look forward to receiving your application.

See also attached the preliminary programme for 2013 which is also subjected to change.

Please do not hesitate to contact me at **021 8082151** should you have queries or require any further information.

A handwritten signature in black ink, appearing to read 'J J Saunders'.

Yours sincerely  
J J Saunders: SPL



# CHECKLIST

**Please make sure that you have included the following in your application package in order that your application may be processed speedily.**

- ☐ Application form: Stellenbosch University (Very Important)
- ☐ Application form: School of Public Leadership (Very important)
- ☐ Structured Application (Motivation of 500 words why you want to do this course)
- ☐ Certified copies of diploma / degree certificates.
- ☐ Grade 12 / Matric certificate.
- ☐ Academic record. **(Very important)**
- ☐ Colour ID photos (2) attached to your application.
- ☐ Admission fee (R100)
- ☐ Courier address completed on the application form.



**STELLENBOSCH UNIVERSITY**  
**SCHOOL OF PUBLIC LEADERSHIP**

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**APPLICATION FOR POSTGRADUATE STUDIES IN  
ENVIRONMENTAL MANAGEMENT**

1. Surname \_\_\_\_\_
2. Name(s) \_\_\_\_\_
3. Postal address: \_\_\_\_\_  
\_\_\_\_\_ Code \_\_\_\_\_
4. Residential address: \_\_\_\_\_  
\_\_\_\_\_ Code \_\_\_\_\_
5. Courier address (**street address**): \_\_\_\_\_  
\_\_\_\_\_ ode
6. Work address: \_\_\_\_\_  
\_\_\_\_\_ Code \_\_\_\_\_
7. Tel: (h) \_\_\_\_\_
8. Cell \_\_\_\_\_
9. Tel: (w) \_\_\_\_\_
10. Fax \_\_\_\_\_
11. Date of birth: \_\_\_\_\_
12. ID number: \_\_\_\_\_
13. Marital status: \_\_\_\_\_
14. Nationality: \_\_\_\_\_
15. Home language: \_\_\_\_\_
16. Year of Grade 12 / Matric completion: \_\_\_\_\_
17. E-mail address (**compulsory**): \_\_\_\_\_
18. Do you have access to the Internet \_\_\_\_\_
19. Have you previously applied for admission to the School of Public Leadership (Previously School of Management and Planning?) \_\_\_\_\_  
If "Yes", in which year? \_\_\_\_\_



20. Provide information regarding your academic and/or professional qualifications.

<b>Institution</b>	<b>Qualification</b>	<b>Major Subjects</b>	<b>Year Achieved</b>

21. Provide information regarding incomplete studies.

<b>Institution</b>	<b>Year Commenced</b>	<b>Detail of Studies</b>	<b>Full-/Part-time</b>



22. Provide the following information regarding the past five years.

Employer	Position(s) Held	Period

23. Provide the telephone number of your present employer: \_\_\_\_\_

24. Is your employer assisting you financially? \_\_\_\_\_

25. Supply the names of two referees who will be able to provide the School of Public Management and Planning with information regarding your training and experience.

Name	Position	Company Name and Address	Telephone No

26. How did you become aware of the Environmental Management Programme courses offered by this University?

Advertisement in media ☐ Name of publication: \_\_\_\_\_

Present student ☐ Past student ☐ Name: \_\_\_\_\_

Other ☐ Details: \_\_\_\_\_

27. Describe the organisational unit in which you are presently employed and relate it to the total organisation in terms of scope, size and responsibility. Please enclose a summary of your job description.




28. What are your expectations of the programme?


## **ORIENTATION AND BLOCK SESSIONS**

**(BOTH ARE COMPULSORY FOR ALL STUDENTS)**

**Stellenbosch University Campus**

## **ID PHOTO'S**

**Please attach a photo in each box**

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I certify that, to my knowledge, the information which I have supplied is correct and complete.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



Please do provide proof of payment of this was done electronically. Thank you

**POSTGRADUATE APPLICATION  
FOR ADMISSION TO THE  
UNIVERSITY FOR THE YEAR**

TITLE	SURNAME	INITIALS	DATE OF BIRTH (DD/MM/YYYY)

PROPOSED DEGREE/DIPLOMA PROGRAMME OF STUDY	
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**R300** ADMISSION FEE TO ACCOMPANY YOUR APPLICATION (SEE THE INSTRUCTIONS ENCLOSED)



**UNIVERSITY OF  
STELLENBOSCH**

Postal address:

Admissions

University of Stellenbosch

Private Bag X1

Matieland

7602

Tel.: (021) 8084515 Telefax: (021) 8084499

Home page: [www.sun.ac.za](http://www.sun.ac.za)

FOR OFFICE  
USE ONLY

RECEIPT NO

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RECEIVED

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COURSE APPROVED

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Payments can be deposited directly into the account of the University. The banking details are: **NOTE: R100 for 2013**

Name: Stellenbosch University

Bank: ABSA

Account no.: 0410 204 789 (cheque account)

Branch code: 632005

Reference: Your name

Please send the deposit slip by fax to (021) 808-3739 and (021) 808-2085 (**Also add copy of payment to the application forms for my attention**)

Cheques and postal orders must be made payable to: **Stellenbosch University**











## F. AGREEMENT

### F.1 Declaration by applicant

I hereby declare

- that I have acquainted myself with the contents of the document "YOUR APPLICATION FOR ADMISSION", enclosed with this application form;
- that the particulars furnished by me above in this application form are true and correct;
- that I fully understand that the University is entitled to cancel my registration immediately, should it become apparent that any of the particulars furnished above in this application form is/are untrue or incorrect;
- that I have acquainted myself, and in the future will keep myself acquainted with the contents of the University's Statute, regulations, language policy and rules (including the Rules for Students ("Studentereglement") as set forth in the University Calendar ("Jaarboek") as framed from time to time by the Council of the University or by any other competent body or person attached to the University;
- that I undertake throughout all the years for which I register as a student of the University, for whatever programme, to abide by the Statute and all the rules and regulations referred to in (d) above, including any amendments thereto and any substitutions thereof;
- that I undertake not to institute a claim of any nature against the University or any employee of the University and not to hold the University or any employee of the University responsible for any damage or loss of any nature whatsoever that I, personally, or any property belonging to me may sustain and which directly or indirectly follows from any of the following: my participation in any activity of any nature whatsoever that is related to my studies or training, or to sport or recreation of any nature; or my utilisation of any premises, building, equipment or facility of the University of any nature whatsoever, or my residence in or visiting of University accommodation; and that such participation, utilisation, residence or visiting will be undertaken on my own responsibility and that I freely accept the risks involved therein; and that I understand that the University takes out no insurance to this purpose on my behalf or to my benefit.
- that I authorise the University in the event of my requiring urgent medical treatment to get appropriate medical assistance and that I accept responsibility for the payment of the costs thus incurred;
- that I will immediately get the necessary medical advice or treatment if I have reason to suspect that I have any contagious or infectious disease, capable of creating a risk for other persons through my participation in any aspect of University activities, including, without restriction, residence in University accommodation, attendance of any instructional occasion, taking of examinations or tests or participation in University-related projects, sport or recreation; and that, if in terms of such medical advice it is desirable, I will withdraw from any such University activity and that I indemnify the University against any liability of whatever nature that may directly or indirectly arise for the University in consequence of my failure to comply with this undertaking;
- that I undertake to pay punctually all such registration tuition, class, residence and other fees as the University may from time to time charge during the years for which I register as a student of the University;
- that I furthermore undertake to defray all legal costs arising for the University in the event of my failure to discharge any duty relating to the payments mentioned in (i) above.
- that I accept the current policy concerning the ownership of intellectual property created by me during the course of my studies at the US.
- In terms of sec 37 of the Promotion of Access to Information Act, Act 2 of 2000, you are hereby requested to treat the information furnished to you in this application form, as well as information furnished to you by third parties as a result of my application for admission to the Stellenbosch University, as confidential.

Signature of applicant

Date (dd/mm/yyyy)

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### G.2 Declaration by parent(s) / guardian(s) of the applicant and undertaking as surety(ies) / co principal debtor(s) by parent(s) / guardian(s)

(This portion of the application form must be completed by the parent(s) / guardian(s) of the applicant regardless of whether the applicant has attained the age of majority)\*

I hereby declare

- that I have acquainted myself with the contents of, and consent to, the declaration by the applicant in G.1 above and that the particulars furnished by him/her in this application form are true and correct;
- that I consent in particular to the applicant's undertaking throughout all his/her years of study to abide by the University Statute, regulations and rules as framed from time to time by the Council of the University or by any other competent body or person attached to the University;
- that I accept joint and several liability as surety and co principal debtor with the applicant for the payment of all fees referred to in G.1(i) above which may become due and payable to the University during all the years for which he/she registers as a student of the University (including studies subsequent to his/her attainment of majority) and that I undertake to pay the said fees punctually;
- that I undertake not to institute a claim of any nature against the University or any employee of the University and not to hold the University or any employee of the University responsible for any damage or loss of any nature whatsoever which directly or indirectly follows from any of the following: participation by the applicant in any activity of any nature whatsoever that is related to his or her studies or training, or to sport or recreation of any nature; or his or her utilisation of any premises, building, equipment or facility of the University of any nature whatsoever; or his or her residence in or visiting of University accommodation; and that such participation, utilisation, residence or visiting will be undertaken on his or her own responsibility and that he or she freely accepts the risks involved therein, and that I understand that the University takes out no insurance to this purpose on my behalf or to the applicant's benefit, and I further undertake to indemnify the University and any employee of the University if the applicant should be legally unable to indemnify the University with my assistance from liability as set out above.
- that both the applicant and I undertake to abide by para. (d) of G.1 above.

• Should the parents or guardians of the applicant be married in community of property, both parents or guardians should sign

Signature of parent or guardian

Signature of parent or guardian

Capacity (father, mother or guardian)

Date (dd/mm/yyyy)

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